



**COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028**

USPACOMINST 0106.2
J102
20 Apr 07

USPACOMINST 0106.2

Subj: DEPARTMENT OF DEFENSE (DOD) OVERSEAS COMBINED FEDERAL
CAMPAIGN PACIFIC (OCFC-PAC)

Ref: (a) 5 Code of Federal Regulations Ch 1 Part 950
(b) DOD Instruction 5035.5 of October 12, 1999

1. Purpose. To provide policies and procedures governing on-the-job solicitation for voluntary contributions to recognized voluntary health and welfare agencies of members of the Armed Forces and civilian employees of the DOD in U.S. Pacific Command (USPACOM).

2. Cancellation. USCINCPACINST 5340.1M.

3. Scope. Each year, DOD conducts an OCFC-PAC for a maximum six-week period between 1 September and 1 December. Deployed military units can submit requests for extensions to USPACOM (Commander, (CDR) USPACOM designated Combined Federal Campaign (CFC) Project Officer). However, USPACOM will not grant extensions beyond 15 December.

a. The campaign area includes overseas areas of the USPACOM area of responsibility west of the International Date Line.

b. Commanders and other heads of overseas offices and installations may permit solicitation of their military and civilian personnel for purely local voluntary agencies using the eligibility standards of reference (a) as guidelines. The general principles for fund-raising within the DOD govern these solicitations.

4. OCFC Organization and Coordination. The OCFC coordinating committee organizes and plans the OCFC-PAC under the policy guidance of the Local Federal Coordinating Committee (LFCC) established by reference (b). Membership includes representatives of all Services and the DOD designated Primary Campaign Fund organization for the Pacific and such other members as USPACOM may appoint.

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5. USPACOM Organization and Coordination

a. USPACOM has designated the USPACOM Manpower and Administration Directorate (J1) to oversee the OCFC-PAC.

b. J1 is responsible for the organization and administration of OCFC and shall appoint a campaign Project Officer in the pay grade of either E-7/8/9 or O-3 or higher. The outgoing project officer will do a face-to-face turnover annually with the incoming project officer before 1 May.

c. The USPACOM Project Officer is the primary liaison with the DOD appointed civilian contractor known as the Primary Campaign Fund Organization (PCFO) and with USPACOM overseas subordinate commands. The project officer duties include:

(1) Oversee the PCFO management of the campaign.

(2) As USPACOM campaign spokesperson, coordinate with public affairs prior to releasing information on USPACOM campaign activities.

(3) Receive training from PCFO. If travel is required, Temporary Duty (TDY) shall be funded by the PCFO.

(4) Draft campaign messages and awards for Director or Deputy Commander in Chief signature.

(5) Validate award recommendations submitted by overseas units.

6. Fund Solicitation and Distribution. All commanders will help campaign leaders conduct an enthusiastic and purposeful solicitation to develop maximum interest and response. Potential contributors are encouraged to give generously; however, solicitors will comply with DOD policies and procedures which prohibit individual quotas, assessment, or any other form of coercive action. The contributor may exercise the right to privacy as to the amount of the gift by using a sealed envelope (furnished by the contributor). All contribution amounts are confidential.

a. Community Action Project Officer (CAPO) Orientation and Training. Training for CAPOs on exact procedures for pledges and payroll withholding will be conducted by PCFO to ensure CAPOs have thorough enough knowledge of policies to answer all questions from contributors.

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b. Key Persons/Solicitors. A key worker personally solicits about 25 employees. The key worker should not be the employees' supervisor. Key workers should be chosen for their leadership qualifications, compatibility with co-workers and motivation. Key workers must receive a thorough briefing on the program and purpose of the participating voluntary agencies, preferably by representatives of the fund-raising agencies themselves. The key workers:

(1) Personally contact each prospective contributor in the assigned group and provide literature and contributor's card or envelope appropriate to the campaign.

(2) Tell prospective contributors the background and purpose of the CFC and explain allotment payments through payroll withholding.

(3) Explain services performed by the voluntary agencies and answer questions about them and the Federal fund-raising program.

(4) Urge a generous gift, with the goal of maximum voluntary participation.

(5) Collect employee contributions, forward them and make reports as required.

7. Reporting. The CAPO reports campaign results to the DOD Fund-Raising Coordinator in Washington, DC. Feeder reports provide USPACOM Project Officer the following information:

(1) Community Area Project Officer's name and assigned three-digit identification number.

(2) Name of financial institution and campaign account number.

(3) Number of key persons appointed, trained and given their campaign supplies.

(4) Number of potential contributors.

(5) Number of actual contributors.

(6) Total amount of contributions.

(7) Number authorizing payroll deductions.

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(8) Total payroll deduction dollar amount.

(9) Number of individuals contributing cash.

(10) Total cash dollar amount.

(11) The aggregate totals of (7) through (10) by country.

(12) Cognizant project officer, recommendations and other pertinent information as determined by the command.

c. The final report is due from overseas units by 2 January each year.

d. Above reports are assigned Reports Control Symbol DD-A(A)1392.



W. V. ALFORD, JR.
Rear Admiral, USN
Chief of Staff

Distribution: (USPACOMINST 0902.1)

List IA5

List IIA, B, C, D (less 4, 5, 6), F1

OSD/Dir Admin & Mgmt: CFC Program Coordinator

PCFO

CAPOs